

MEMORANDUM FOR U.S. Army Student Detachment (USASD) Member

SUBJECT: Academic Evaluation Report (AER) Discrepancies

1. According to unit records, you are slated to depart the USASD.
2. Prior to submission to U.S. Total Army Personnel Command, you must complete sections 1-10. See the codes below for the section on Explanation of Non-Rated Time in excess of 90 days. Your non-rated time is between the beginning date of the Period of Report and the beginning date of the Duration of Course on your AER. You must account for each day using the following codes:

CR – Change of Rater

CDY – Change of Duty (i.e. changed commands or job location, PCSed, etc)

CAS – Casual Status (LV, Permissive TDY for House hunting, time between signing in early and actually starting school)

CAS3 – Combined Arms School time (Fort Leavenworth)

TDY – Temporary Duty enroute

SCH – Other classes taken before your course of study actually started

EXAMPLE: If the Period of Report is 980901 to 990815 and the Duration of Course is 990105 to 990815, your Non-Rated time could look like this: 980901-981101 - CDY, 981102-981215 - TDY, 981216-990104 - CAS

3. Point of contact this action is SGT Goppert, James, 1-800-856-3801 EXT 8.

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JAMES M. GOPPERT  
SGT, PERSONNEL NCOIC  
USASD

## COMPLETION INSTRUCTIONS FOR DA FORM 1059, 1059-1 or 1059-2

### **ITEM #1**

NAME – LAST NAME, FIRST NAME, MIDDLE INITIAL

### **ITEM #2**

SSN – ENSURE NUMBERS ARE ENTERED CORRECTLY

### **ITEM #3**

GRADE – USE 3 CHARACTER CODE (AR-680-29)

EXAMPLES – CW2, 2LT, 1LT, CPT, MAJ, LTC, COL

### **ITEM #4**

AOC/MOSC – THE AOC CODES THAT IDENTIFY THE DESIGNATED PRIMARY AND ALTERNATE AOC FOR COMMISSIONED OFFICERS EXAMPLE – 12/54, SEE AR 611-101. FOR WARRANT OFFICERS AND ENLISTED SOLDIERS ENTER THE MILITARY OCCUPATIONAL SPECIALTY CODE MOSC. (SEE AR 611-112 & AR-611-201)

### **ITEM #5**

COMPONENT – ENTER RA, USAR, OR ARNG

### **ITEM #6**

TYPE OF REPORT – IF FULLTIME (ON DUTY) IS CHECKED, ITEM 7, 8, 9, ARE REQUIRED. IF PARTTIME (AFTER DUTY) IS CHECKED ITEMS 7, 8, 9, ARE OMITTED.

### **ITEM #7**

PERIOD OF REPORT – ENTER THE BEGINNING AND ENDING DATE OF THE REPORT YEAR, MONTH AND DAY (E.G. 99 09 22). THE FROM DATE IS THE DAY FOLLOWING THE OFFICER'S LAST OER DATE. FOR ENLISTED, THE FROM DATE IS THE DATE ASSIGNED TO SCHOOL. THE THRU DATE IS THE DAY SCHOOLING IS COMPLETED.

### **ITEM#8**

DURATION OF COURSE – ENTER THE BEGINNING AND ENDING DATE OF THE COURSE OF STUDY OR TRAINING.

### **ITEM #9**

EXPLANATION OF NON-RATED PERIODS – FOR OFFICERS AND WARRANT OFFICERS, EXPLAIN THE NON-RATED TIME **IF THERE IS 90 DAYS OR MORE** BETWEEN THE BEGINNING DATE OF "PERIOD OF REPORT" AND THE BEGINNING DATE OF "DURATION OF COURSE". GIVE INCLUSIVE DATES: YEAR, MONTH, AND DAY (I.E. 990303).

### **ITEMS #10**

APPLICABLE REGULATION – AR-621-1

### **ITEM #11**

NAME AND ADDRESS OF CIVILIAN INSTITUTE – SELF EXPLANATORY

### **ITEM #12**

EVALUATION – THE DEAN, DEPARTMENT CHAIRMAN, FACULTY ADVISOR, OR A RESPONSIBLE OFFICIAL OF THE CIVILIAN INSTITUTE WILL EVALUATE THE STUDENT. THIS WILL INCLUDE AN ACCURATE AND COMPLETE DESCRIPTION OF THE SUBJECT AREA OF STUDY FOR FULL-TIME STUDENTS. FOR THE PART-TIME STUDENTS, ONLY THE FOLLOWING COMMENT IS REQUIRED: "PART-TIME, AFTER DUTY DEGREE PROGRAM".

### **ITEM #13**

DID STUDENT SUCCESSFULLY COMPLETE THE COURSE – CHECK THE APPROPRIATE BOX.

**ITEM#14**

REVIEWERS COMMENTS – THIS SECTION WILL BE COMPLETED AND REVIEWED BY HQDA, CHIEF NATIONAL GUARD BUREAU OR THE INSTALLTION EDUCATION SERVICES OFFICER PRIOR TO INCLUSION IN THE STUDENT'S OMPF. COMMENTS ARE REQUIRED CONCERNING THE REASON FOR AN INDIVIDUAL'S RELEASE FROM A DEGREE PROGRAM (I.E., APPROVED RETIREMENT, RESIGNATION FROM THE SERVICE, OR THROUGH NO FAULT OF HIS OR HER OWN).

**FORWARD COMPLETED DA FORM 1059, 1059-1, 1059-2 TO:**

**United States Army Human Resources Command  
ATTN: AHRC-OPL-L  
200 Stovall Street  
Alexandria, VA 22332-0411**

**“PLEASE DO NOT SEND YOUR AER'S TO STUDENT DETACHMENT”**

ATZJ-SD (623a)

MEMORANDUM FOR THE USASD STUDENT

SUBJECT: Letter of Instructions for Civilian Institution Academic Evaluation Report  
(DA Form 1059-1)

1. Attached is DA Form 1059-1 (Civilian Academic Evaluation Report) and instructions for preparation of Section I and II. After completion of section I, forward the AER shell by email to the person(s) authorized to complete section II. Forward the completed report (which must be accompanied by 2 official transcripts) To: **CDR. AHRC, ATTN: AHRC-OPF-L, 200 Stovall Street, Alexandria, Virginia 22332-0411**. The appropriate DA staff agency is responsible for completing Section III, forwarding the original to your OMPF, and duplicating copies to your career management division, and forwarding one completed copy to you. **PLEASE DO NOT MAIL YOUR AER TO THE STUDENT DETACHMENT.**
2. Prior to graduation, you are responsible for submitting the DA Form 1059-1 to the proper civilian official for completion of section II. After completion by the civilian official attach your 1059-1 (in triplicate) and 2 official/sealed transcripts to the DA Staff agency indicated above. These are the only documents that officially reflect your manner of performance while in school; therefore, it is critical that you ensure they are forwarded prior to your actual departure from school – in which case, you should begin expediting that process now. You also might elect to have the school collect and forward the documents after your departure. Since both of these documents must be received together in order to be processed into your OMPF, it is essential for you to personally coordinate this action. Ensure that your Full Name, Social Security Number, Branch, and Specialty Codes appear on all documents submitted to PERSCOM. You are responsible for granting any written authority for school officials to release your official transcripts and for the payment of any fees associated with the processing and release of official reports and/or documents.
3. You are required to place the Army Physical Fitness Test (APFT) and height/weight data in block 12 (last line) of the DA Form 1059-1. You should enter as “PASS”, “FAIL” or “PROFILE” and the date by month and year and your height in inches and weight in pounds. Every effort will be made to ensure the APFT and height/weight data is current and accurate. Examples:

PASS 0304	65/133
FAIL 0305	72/144
PROFILE 0506	74/160
4. You are required to provide the personnel officer at your next duty station during in processing the status of your DA Form 1059-1 and the ending date of the report. Your personnel officer will ensure that your officer Record Brief is posted properly.
5. POC is Mrs. Scott-Blue, 1-800-856-3801, ext 7.

2 Encls

SGT Goppert, James  
Personnel NCOIC

ATZJ-SD (623a)

# US Army Student Detachment

## DA-1059-1

ACADEMIC EVALUATION REPORT PACKETS CONSIST OF THE FOLLOWING:

1. AER 1059-1
2. ACADEMIC EVALUATION REPORT DISCREPANCIES INFORMATION
3. LETTER OF INSTRUCTIONS FOR CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT (1059-1)
4. COMPLETIONS INSTRUCTIONS FOR A DA FORM 1059-1

**CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT**

For use of this form, see AR 623-1; the proponent agency is MILPERCEN.

**SECTION I - ADMINISTRATIVE DATA** (To be completed by the student detachment or Installation Education Services Officer)

1. LAST NAME - FIRST NAME - MIDDLE INITIAL		2. SSN	3. GRADE	4. SPECIALTY/MOSC	5. COMP
6. TYPE OF REPORT <input type="checkbox"/> FULL-TIME, ON DUTY <input type="checkbox"/> PART-TIME, AFTER DUTY		7. PERIOD OF REPORT (Year, month, day) From:                      Thru: <input checked="" type="checkbox"/>		8. DURATION OF COURSE (Year, month, day) From:                      Thru: <input type="checkbox"/>	
9. EXPLANATION OF NONRATED PERIODS			10. APPLICABLE REGULATION AR-621/1/AR-623-1		

**SECTION II - EVALUATION** (To be completed by the Civilian Institution) ATTACH AN OFFICIAL TRANSCRIPT IN DUPLICATE

11. NAME AND ADDRESS OF CIVILIAN INSTITUTION

12. EVALUATION (Evaluation of Student Performance should be based on the normal standard of performance at the institution. Identify the discipline of study, degree, and any special achievements or deficiencies noted, etc. Include aptitude for further schooling.)

DATE	TYPED NAME, TITLE AND TELEPHONE NUMBER	SIGNATURE
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**SECTION III - ADMINISTRATIVE REVIEW** (To be completed by the Reviewer)13. DID THE STUDENT SUCCESSFULLY COMPLETE THE COURSE? (A "NO" response must be supported by comments in ITEM 14. An Official Transcript must be attached prior to submission of the report to the OMPF.) ☐ YES ☐ NO

14. REVIEWER COMMENTS

DATE	TYPED NAME AND TITLE	SIGNATURE
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